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Quick Guide to Subdivision Plat Application and Review Process

The process to divide land by Subdivision Plat in Outagamie County includes three (3) phases.

PHASE 1: **Pre-Application Meeting** – There is no fee for this phase

1. The applicant contacts [Zoning Administrator/Land Use Specialist](#) to schedule a meeting between the Applicant/Surveyor, County Staff, and Town Staff.
2. Meeting attendees discuss the proposed conceptual site layout. County and Town staff provide feedback and an overview of land use policies, procedures, and regulations.
3. Following the meeting, County staff will prepare and distribute a meeting summary which will include the applicant's next steps.

PHASE 2: **Preliminary Plat Submittal/Review** – Click [HERE](#) for FEE SCHEDULE

1. The applicant/surveyor submits Preliminary Plat Review application via [CityView Web Portal](#). A COMPLETE application must include the following required documents:
 - o Preliminary Plat
 - o Street Plans & Profiles
 - o Stormwater Management Plan
 - o Covenants (If applicable)
 - o Transmittal Letters/Emails verifying submittal of the Preliminary Plat to:
 - Town
 - Extra-Territorial Reviewer (Village/City)
 - WI DOA/DOT
 - East Central Wisconsin Regional Planning Commission
 - Utilities (WE Energies, Spectrum, TDS, AT&T)
 - US Postal Service
2. COMPLETE applications are released for internal County review. The timeline for review can be up to 40 days per Sec. 52-41 (2) of the Outagamie County Code of Ordinances.
3. INCOMPLETE applications are not released for internal County review. A notification of incomplete application will be sent to applicant/surveyor.
4. Staff completes their review. Staff review period will be considered complete when all review comments are addressed. (Note: this often requires multiple submittals).

5. Following staff review, the plat will receive a TENTATIVE Zoning Committee meeting date until Town approval/recommendation is received. (Note: The Zoning Committee Date may not follow the same timeline as other applications requiring review by the Zoning Committee)
6. Upon receipt/notification of Town approval/recommendation, the plat will receive a FINALIZED Zoning Committee meeting date.
7. Zoning Committee Acts on Decision.
 - o If they Approve: The applicant may apply for necessary permits (Stormwater, Erosion Control, Shoreland Zoning, etc.), if applicable.
 - o If they Approve with Conditions: Conditions must be satisfied prior to the issuance of permits (Stormwater, Erosion Control, Shoreland Zoning, etc.).

PHASE 3: Final Plat Submittal/Review – Click [HERE](#) for FEE SCHEDULE

1. The applicant/surveyor submits Final Plat Review application via [CityView Web Portal](#). A COMPLETE application must include the following required documents:
 - o Final Plat
 - o Street Plans and Profiles
 - o Transmittal Letters/Emails verifying submittal of the Preliminary Plat to:
 - Town
 - Extra-Territorial Review (Village/City)
 - WI DOA/DOT
 - East Central Wisconsin Regional Planning Commission
 - Utilities (WE Energies, Spectrum, TDS, AT&T)
 - US Postal Service
2. COMPLETE applications are released for internal County review. The timeline for review can be up to 60 days per Sec. 52-45 (2) of the Outagamie County Code of Ordinances
3. INCOMPLETE applications are not released for internal County review. A notification of incomplete application will be sent to applicant/surveyor.
4. Staff completes their review. Staff review period will be considered complete when all review comments are addressed (Note: this often requires multiple submittals).
5. Following staff review, the plat will receive a TENTATIVE Zoning Committee meeting date until Town approval/recommendation is received. (Note: The Zoning Committee Date may not follow the same timeline as other applications requiring review by the Zoning Committee)

6. Upon receipt/notification of Town approval/recommendation, the plat will receive a FINALIZED Zoning Committee meeting date.
7. Zoning Committee acts on Decision.
 - o If they Approve: The Final Plat is ready for signatures and recording.
 - o If they Approve with Conditions: Conditions must be satisfied prior to signatures and recording.